WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date: Thursday, November 7, 2019
Time: 8:00 a.m.
Location: 3433 S. Higuera Street, San Luis Obispo, Room 101

Present: Carl Dudley, Louise Matheny, Josh Cross, Isiah Gomer, Patrick McGuire, Justin McIntire, Mary Navarro-Aldana, Jennifer Stubs, Colleen Bunch, William Hills, Mark Simonin, Charlissa Skinner
Absent: Dr. James J. Brescia, Loreli Cappel, Tony Ray Hoffman, Suzanne Hosn, Verena Latona-Tahlman, Dr. Jill Stearns, Courtney Taylor
Guests: Allison Schiavo, Jenny Huss, Jenna Morton, Anna Zurik, Brian Coleman, Sally Ames
Staff: Dawn Boulanger, Sarah Hayter, Leann Ross, Diana Marin

1. Call to Order and Introductions:
Chairperson Carl Dudley called the meeting to order at 8:03 a.m. Quorum reached.

2. Public Comment:
Chair Dudley: opened the floor to public comment without response.

3. Consent Items:
3.1 Approve the August 1, 2019 Minutes
3.2 Approve Appointment of Laura Lewis to the Services and Strategies Committee

The Board approves consent items 3.1 and 3.2.
Motion: William Hills
Second: Isiah Gomer
Abstentions: None
Motion Passed Unanimously

4. Presentations:
4.1 Brown Act
Jenna Morton (County Counsel, County of San Luis Obispo) facilitated the presentation outlining the Ralph M. Brown Act which governs meeting conducted by local legislative bodies. The intent of the Brown Act is that elected and appointed officials' actions “be taken openly and their deliberations be conducted openly.” The presentation slides are available as an addendum to the agenda. The full report is available at: www.sloworkforce.com

4.2 OJT
Allison Schiavo (Eckerd Connects, Workforce Development) facilitated the presentation outlining the steps involved in creating an On-the-Job Training contract with local employers. The presentation slides are available as an addendum to the agenda. The full report is available at: www.sloworkforce.com

5. Action Items:

5.1 Review and Approve Regional Contract
Dawn Boulanger (Staff) presented the item, which is available as part of the agenda.

**Chair Dudley:** opened the floor to public comment without response. 
The Board approves the Regional Contract as presented.

Motion: Mary Navarro-Aldana  
Second: Justin McIntire  
Abstentions: None  
**Motion Passed Unanimously**

5.2 **Review and Approve AJCC Contract Budget Adjustment**  
Dawn Boulanger (Staff) requested Sarah Hayter (Staff) report out on the item, which is available as part of the agenda.  
**Chair Dudley:** opened the floor to public comment without response.  
The Board approves the AJCC Contract Budget Adjustment as presented.

Motion: Josh Cross  
Second: Justin McIntire  
Abstentions: None  
**Motion Passed Unanimously**

6. **Information/Discussion Items:**

6.1 **Receive and discuss Eckerd WIOA AJCC Services contract first quarter performance report**  
Sarah Hayter (Staff) presented the item, which is available as part of the agenda.  
**Chair Dudley:** opened the floor to public comment without response.

6.2 **Receive and discuss Eckerd WIOA Youth Services contract first quarter performance report**  
Sarah Hayter (Staff) presented the item, which is available as part of the agenda.  
**Chair Dudley:** opened the floor to public comment without response.

6.3 **Receive and Review Fiscal Budget Update**  
Dawn Boulanger (Staff) presented the item, which is available as part of the agenda.  
**Chair Dudley:** opened the floor to public comment without response.

6. **Reports:**

6.1 **a) Executive Committee Report:** Chairperson Dudley reported that on September 11, 2019 the Executive Committee approved the Local Area Policy on Incumbent Worker Training and discussed Procurement Process for WIOA AJCC Services Provider for the program year 2020-21. The Committee made a recommendation that the successful proposal identified through RFP make a presentation to the Board and at a minimum to the Executive Committee prior to selection. October 29, 2019 the Executive Committee approved updates to several local area polices such as On the Job Training, ITA's, and Supportive Services. The Board sponsored the North County Chambers State of the North County event which took place August 28, 2019 in Paso Robles.
b) **Business Council Report:** Chairperson Isiah Gomer reported to the Board that the Business Council met on August 15, 2019. They received an update on the Class B Commercial License Prep Course at Cuesta College and that Cuesta is going through insurance and finalizing instructor costs. The committee also discussed the SLO County Health Workforce Forum, that took place October 16. Lastly, a discussion on creating an action plan for the Downtown SLO Business Walk occurred and this Walk is expected to take place March 2020.

c) **Services & Strategies Committee Report:** Chairperson Justin McIntire reported to the Board that the Committee met on September 10, 2019 and received and discussed a Community Services Resource Guide. This guide will connect participants to services and community partners to navigate through all the different services available to them. Chairperson McIntire shared the Committee approved the change of meeting dates to the third Thursday of odd months from 8:30 – 10:00 AM, with the next meeting being held November 21, 2019.

d) **Staff Report:** Dawn Boulanger (Staff) provided updates on the Prison to Employment grant and service implementation, Slingshot 2.0 (Regional Business Engagement), and SB1 training grant opportunity. Boulanger also discussed the partnership with County Child Support Services which will work with non-custodial parents to find work.

7. **Board Member Updates:**

Chair Dudley: opened the floor to updates from the Board membership.


8. **Next Meeting:**

February 6, 2020
8:00 – 10:00 AM
Department of Social Services 3433 South Higuera, Room 101, 1st Floor, San Luis Obispo, CA

9. **Adjournment:**

Chair Dudley: adjourned the meeting at 9:52 A.M.

I, Leann Ross, Clerk of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting Thursday, November 7, 2019 by the Workforce Development Board of San Luis Obispo County.

Leann Ross, WDB Program Specialist

Dated: November 7, 2019